

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Fleet and Facilities Manager	<b>Job Family:</b> III
<b>General Classification:</b> Management	<b>Job Grade:</b> 25

**Definition:** Plan, organize, manage and direct the operations of the Fleet and Facilities Section of the Public Works Department; coordinate activities with other divisions and departments; and provide highly complex staff assistance to the Public Works Director.

**Supervision Received and Exercised:** Receive direction from the Public Works Director; exercise direct and indirect supervision over assigned supervisors, technical staff and clerical personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assist in the development, implementation and communication of departmental goals, objectives, policies and procedures; effectively communicate departmental goals, objectives, policies and procedures, verbally and in writing, to policy-makers, City staff and others.
2. Plan, organize, direct and coordinate the acquisition, utilization, repair and replacement of all City vehicles and power equipment.
3. Plan, organize, direct and coordinate facilities activities, including building maintenance, custodial services, energy conservation and facility capital planning.
4. Direct, oversee and participate in the development of fleet and facilities work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
5. Prepare the fleet and facilities program budgets; assist in budgeting implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budgets.
6. Prepare fleet service charges for operating departments and provide technical assistance to operating departments regarding the costing and proper utilization of their assigned fleet units.
7. Coordinate the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of Fleet and Facilities services; respond to sensitive or complex inquiries or service complaints with a high level of customer service.

**Position Title:** Fleet and Facilities Manager

Page 2

8. Oversee the development of the scope, cost and, when approved, bid specifications for vehicle/equipment to be purchased.
9. Oversee the development of the scope, cost and, when approved, bid specifications for facility-related maintenance, repairs, renovations and improvements.
10. Participate in recommending the appointment of personnel; maintain high standards for the efficiency and professional operation of department; provide or coordinate staff training; evaluate personnel; work with employees to correct deficiencies; implement discipline procedures; and recommend employee terminations.
11. Research and prepare technical and administrative reports and correspondence concerning projects, services, contracts and operations using proper sentence construction, punctuation and grammar. Review and edit reports of assigned staff.
12. Ensure the work environment is in compliance with government safety and environmental standards.
13. Attend and participate in professional group meetings; maintain awareness of new trends, new technologies and new developments aimed at operational efficiencies in the field of Fleet and Facilities; incorporate new development with approval as appropriate.
14. Effective use of computers and other technology.
15. Provide management support to other divisions in the absence of other Public Works managers.
16. Perform other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of management, leadership and supervision; basic municipal accounting and budgeting practices; safety principles, practices and procedures; report writing techniques; the use and operation of heavy equipment and mechanical equipment; materials, methods, tools and equipment used in the maintenance of buildings and equipment; building and equipment maintenance procedures; computerized management systems.

Ability to: Plan and direct the operation and maintenance of City buildings and the City fleet, including a preventative maintenance program; analyze and interpret Federal and State regulations pertaining to the Fleet and Facilities Maintenance Division; analyze problems; identify alternative solutions, project

**Position Title:** Fleet and Facilities Manager

Page 3

consequences of proposed actions and implement recommendations in support of goals; design, prepare and review plans, specifications and Engineer's Estimates; estimate job costs and keep neat and accurate records; supervise, train and evaluate personnel; plan, organize and assign the work of subordinate personnel; organize and conduct division training programs; observe safety rules; establish effective working relationships with employees, contractors and the general public; communicate effectively, both verbally and in writing; use computers and applicable computer software.

**Experience and Training Guidelines:** Combination of experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Four years of increasingly responsible experience in fleet and/or facility maintenance and management, including two years of supervisory responsibility. Possession of an AA degree in management, business or closely related field. A bachelor's degree from an accredited college or university in public or business administration or related field is highly desirable.

**Required Licenses or Certificates:** Possession of a valid Class C California driver's license; possession of a valid California Class B driver's license is desirable.

**Working Conditions:** On occasion, this position may be required to work evenings and/or weekends as needed.

Established February 2011

Revised May 2011

CLASS SPECS

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